



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PSYCHOSOCIAL REHABILITATION COORDINATOR (T)

Class No. 005020

■ CLASSIFICATION PURPOSE

Under general direction, to develop, implement, and evaluate psychosocial rehabilitation programs for adults and older adults who are mentally ill; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This one-position class is allocated to the Health and Human Services Agency (HHSA), Mental Health Services and is responsible for developing and disseminating information on psycho-social rehabilitation, providing technical assistance to programs, clients, family members, advocates and stakeholders to directly provide rehabilitative experiences and access to other available opportunities.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Develops and disseminates information and materials on psychosocial rehabilitation and recovery using a wide variety of materials, mediums and resources.
2. Provides technical assistance concerning psychosocial rehabilitation experiences and program access to clients, family members, advocates and stakeholder groups.
3. Expands psychosocial rehabilitation and recovery opportunities through the development of additional resources such as grants, scholarships, and federal/state funds.
4. Implements psychosocial training curriculum across countywide programs.
5. Monitors, tracks and reports psychosocial rehabilitation program outcomes for the Mental Health Clinical Director.
6. Develops evaluation systems to assess the effectiveness of psychosocial rehabilitation programs.
7. Participates in staff meetings.
8. Develops and implements continuous quality improvement goals to align with HHSA GMS goals.
9. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Psychosocial rehabilitation and recovery programs.
- Mental health services and resources for adults and older adults.
- Current issues or problems affecting mentally ill adults.
- Federal, state and local government procedures, operations and related laws and regulations pertaining to mental illnesses.
- Organization and/or program development and assessment.
- Principles and practices of public administration and management.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Skills and Abilities to:

- Engage in constituency and resource development.
- Design and implement psychosocial training curriculum.
- Track and report data on performance of rehabilitation program results.
- Implement continuous quality improvement principles.
- Communicate effectively, both orally and in writing.
- Provide technical assistance to a variety of groups.
- Use computer programs such as Word, Excel, and PowerPoint.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Possession of a bachelor's degree in a social science or related field AND,
2. Five (5) years of recent experience involving the development, implementation and evaluation of psychosocial rehabilitation programs for adults/older adults who are mentally ill.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Incumbents work in an office environment, and are exposed to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: July 28, 2000
Revised: November 28, 2000
Reviewed: Spring 2003
Revised: June 15, 2004

Psychosocial Rehabilitation Coordinator (Class No. 005020)

Union Code: MA

Variable Entry: Y